

Update to Military Education and Training Record

Purpose: This form is used to **UPDATE** the information in the Virtual Education Center Database. Updates may be submitted when you have completed additional training and courses. To request an update you must have completed at least three (3) additional courses (military or college, or a combination of the two). Also use the this form to receive credit for prior service military training as well as college courses and college credit examinations (including DANTES, CLEP, Excelsior, and Advanced Placement).

Instructions for Completion:

1. Responses to the questions on this form must be clear and accurate. Omitting information, using abbreviations or acronyms, or failing to include support documentation may delay or preclude the Institute from processing the application.
2. Include the following types of documents: copies of official college transcripts, CLEP/DANTES test score reports, non-CG courses attended not listed in Direct Access, prior service DD-214s, and any other courses that you want reviewed for possible credit. Please note that original documents cannot be returned.
3. Type the information, if possible. If handwritten, please write clearly and legibly.
4. To request a Personalized Degree Plan complete CGI Form-1562.
5. **INCOMPLETE FORMS WILL NOT BE PROCESSED AND WILL BE RETURNED.**

APPLICANT'S INFORMATION:

SSN: _____

UNIT OPFAC:

Full Name:

First Name

Last Name

MI

USCG Affiliation: **Active Duty** **Reserve** **Civilian Employee** **Spouse**
(Check One)

Your Mailing Address: (Complete if internet access is not available.)

Work Phone Number: _____ **Member's OPFAC:**

Home E-Mail Address: _____ (For personnel separating/retiring)
(Where results are to be sent electronically)

I. PROMOTION HISTORY:

Automatically populated from Direct Access. If prior service, attach a valid copy of your DD-214(s).

Full Name: _____ <div style="display: flex; justify-content: space-around; font-size: small;"> Last Name First Name MI </div>		SSN: _____																
III. MILITARY SCHOOL INFORMATION:																		
List only those USCG courses 5 or more days in length. List all courses attended from other DOD, government, or private agencies. Do not use abbreviations or acronyms. Insert the full title of the course as it appears on the certificate of completion. Include certified copies of course completion certificates/letters.																		
Full Course Title (A School, C school, etc.) (e.g. Marine Environmental Safety Petty Officer Course)	Sponsor: (CG, Navy, Army, etc)	Location: (TraCen Cape May)	<table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 15%;">Length</th> <th style="width: 15%;">Start Date MM/YY</th> <th style="width: 15%;">End Date MM/YY</th> </tr> </thead> <tbody> <tr><td> </td><td> </td><td> </td></tr> <tr><td> </td><td> </td><td> </td></tr> <tr><td> </td><td> </td><td> </td></tr> <tr><td> </td><td> </td><td> </td></tr> </tbody> </table>	Length	Start Date MM/YY	End Date MM/YY												
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II. Correspondence Courses (EOCT)																		
DO NOT attach copies of EOCT letters. This section will be completed using data in the Institute's database reflecting correspondence courses you've completed which match evaluations conducted by the American Council on Education. For correspondence courses taken through the Marine Corps, please attach copies of the course completion letter or certificate. There is no credit for Army or Navy correspondence courses, do not attach copies.																		
III. Traditional College Courses																		
Attach Official Transcripts from all colleges/universities attended. Transcripts may be copies, but must include front and back, full name of college, full name of course and course number (including dept name / number), final grade and quarter or semester hours.																		
IV. Testing																		
Attach legible copies of all score reports for CLEP/DSST/Excelsior Exams. Advanced Placement Exams, COMTIA. For Skillsoft. review CGI Publication 1550.1A (Supplement 3) dtd 19 September 2003 for the procedures to obtain ACE credit for SkillSoft courses.																		
V. Certifications and Licenses																		
Attach copies of certificates (front and back). Certificates include but are not limited to: FAA Pilot License, FAA Airframe & Powerplant License. (For a list of certificate/licenses recommended for college credit, see the homepage at www.uscg.mil/hq/cgi .																		
VI. Member's Verification																		
In accordance with the Privacy Act, 5 USC Section 552, Family Education and Privacy Act of 1973, the applicant grants permission for the USCG Institute to provide personal and education information with partnership institutions. Personal information shall not be given to other institutions or to a third party without the applicant's written permission. ALDIST 102/94 authorizes the Institute to collect this information. The Institute will maintain the information in order to officially transcript applicant's military learning experiences. Failure to provide the requested information may adversely affect the college credit recommendations received by the applicant. Member's signature also certifies that the foregoing information is true and accurate																		
_____ Member's Signature (Required)		_____ Date																
SEND COMPLETED FORM																		
Mail to: Commanding Officer (VE) USCG Institute 5900 SW 59 th St, Rm 228 Oklahoma City, OK 73169-6999		Fax: 405-954-7249 Email: ve@cginstitute.uscg.mil																